

65-810

5 February 1965

MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations -131 Jan 1965

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 46,395 items broken down as follows:

		<u>Comparison with 1964 Monthly Average</u>	
		<u>Over</u>	<u>Under</u>
CIA IN cables	18,551		14%
CIA OUT cables	7,073	3%	
Miscellaneous	4,399	7%	
Non-CIA	<u>16,372</u>	--	
Total Work Units	46,395	4%	

b. From 1-31 January 1965 the Cable Secretariat processed 25,624 CIA IN/OUT cables which is 4% less than the number of CIA IN/OUT cables processed during the same period in 1964. Total work units for the same period show a decrease of 820 or 2%. Please note that the number of non-CIA messages is very nearly the same as the number of CIA IN messages.

c. 1,098 cables or 2.5% of all cables processed were furnished to the Director as compared to 841 or 2% for December 1964.

2. Personnel

25X1A

a. Last month we lost 2 Cable Analysts to the military; one for 2 years and the other for 6 months. We also lost one clerk by resignation to return to college full time. Our duty strength is [redacted] persons against a T/O of [redacted]

25X1A

25X1A b. [redacted], Cable Analyst, was awarded \$30.00 for his suggestion of simplifying the procedure of handling action changes. This is the second award for [redacted].

3. General

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We have put into writing our concepts as to the use we propose of a computer and have informed the Chief, Telecommunications Staff, Office of Communications. IW, who will be tied in with us in the use of computer equipment, has also concurred in our concepts with some additional ideas which have been furnished separately to the Chief, Telecommunications Staff. When we have more or less firmed up our ideas with OC, we will then go to the Computer Services Division for assistance.